

**Research on Wait Time for Dismissal/Disqualification Appeals**  
**NACADA PDR Listserv**  
**Probation, Dismissal, Reinstated**  
**January 2018**

**COLLEGES with WAITING PERIOD**

**University of Michigan**

----- Forwarded message -----

From: Cathy Conway-Perrin <cconway@umich.edu>

We stopped allowing appeals for immediate reinstatement. We found that when we granted those, the reinstatement term ended in disaster more often than not. This was especially true between our Fall and Winter semesters because there is a very short break between. Students who did so poorly in the Fall that they needed to be stopped usually had something serious going on-- a health or personal issue that was not likely to be fully resolved in the short time between semesters. Now we require a minimum of one semester off before they can petition for readmission.

Cathy

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**Cathleen Conway-Perrin, Director of Academic Standards & Academic Opportunities**  
**Student Academic Affairs | College of Literature, Science & the Arts**  
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**Indiana University Bloomington**

----- Forwarded message -----

From: **Bumbalough, Mathew Nathaniel** <mnbumbal@indiana.edu>

Students are very rarely able to appeal a dismissal right away and are only accepted in very rare circumstances at our institution (medical, miscalculations, etc.). Usually for dismissed students they must sit out for 1 Fall or Spring semester and then apply for reinstatement, and an entire academic year for a second dismissal. The biggest issue is that we require that the dismissed student attend another institution (most will choose a local community college close to home) and obtain a 2.5 GPA:<https://ud.indiana.edu/policies/reinstatement.php>.

Mathew Bumbalough, PhD  
Academic Advisor, University Division  
Office of the Vice Provost for Undergraduate Education  
Indiana University

**Indiana State University**

----- Forwarded message -----

From: **Stephanie Pearcy** <Stephanie.Pearcy@indstate.edu>

All of our first-year students fall in our University college, if they are dismissed after their first semester there is no appeal. They may reapply after a semester. We do encourage them to take a class or two at a community college to increase their academic self-confidence. After their first year it depends on the academic college. Some allow appeals and some do not.

Stephanie Pearcy  
Director, First-Year Student Outreach & Success  
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**The University of Utah**

----- Forwarded message -----

From: **Jake McPartlin** <JMcPartlin@advising.utah.edu>

Here at the University of Utah, students must sit out a minimum of 3 terms before they can appeal to return. In order for the appeal to be approved, they must show evidence that they are ready to return. Typically, this includes proof of good grades at another institution, an employer letter of support, or other supporting documentation.

Best,

**Jake McPartlin**  
**Academic Advisor**  
**Academic Standards**  
**Asst. Dir.**  
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**The Ohio State University**

----- Forwarded message -----

From: **Burks, Susan** <burks.39@osu.edu>

We require students to wait two semesters before they can return through a petition for reinstatement, and we want them to attend another institution while they're away. The only way to return faster would be through a cancellation of dismissal, which would typically only be considered if, for example, the student had a successful retroactive petition that changed their academic record (and standing).

**Susan J. Burks, M.S.**

Academic Advisor

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**Northwest Vista College**

----- Forwarded message -----

From: **Cavazos, Angela M** <acavazos4@alamo.edu>

Hi Sara,

Here at Northwest Vista College, there is a sit-out policy for students based on their level of Academic Dismissal:

☐ 1<sup>st</sup> Academic Dismissal- are the only level of dismissal that can petition the actual sit out period –they can submit their petition to return without siting out a full 16-week term

☐ 2<sup>nd</sup> AD- must sit out a full 16 week term and are eligible to petition after completion of the sit out period

☐ 3<sup>rd</sup> and beyond- students with a 3<sup>rd</sup> or more academic dismissal must sit out one full academic year (a spring, summer and fall term) prior to being eligible to petition to return.

What I have found is that students who do sit out do better upon return than those that do not. I believe it is because students who have sat out have actually had time to reflect on the issues that were hindering them and make changes as necessary.

Angela M. Cavazos-Barajas, MAA  
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**North Central Missouri College**

----- Forwarded message -----

From: **Pester, Megan** <mpester@mail.ncmissouri.edu>

Hi Sara,

Our student who are suspended must sit out a semester before returning. We typically recommend they complete the appeal process no later than the middle of the semester in

which they are sitting out. Students can turn in their appeal at any time, but it's unlikely to be approved immediately. They have a better chance at waiting until closer to the term in which they are planning to return.

Megan S. Pester  
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### **Pepperdine University**

----- Forwarded message -----

From: **Andrea Harris** <[andrea.harris@pepperdine.edu](mailto:andrea.harris@pepperdine.edu)>

We insist on at least one term of substantive work with grades of A and B. The only exceptions are for folks who had a documented medical or psychological issue that results in a retroactive withdrawal.

Andrea Gillie Harris  
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## **Colleges Without Waiting Period – Immediate Appeal**

### **Saint Anselm College**

----- Forwarded message -----

From: **Anne E. Harrington** <[AHarrington@anselm.edu](mailto:AHarrington@anselm.edu)>

Students who are dismissed at my institution must appeal within approximately a week to 10 days.

### **UC Santa Barbara**

----- Forwarded message -----

From: **Jack Rivas** <[jrivas@ltsc.ucsb.edu](mailto:jrivas@ltsc.ucsb.edu)>

We are similar here at the University of California, Santa Barbara...appeal are always available.

### **Webster University**

We have a similar open appeal and a committee makes those decisions. If the appeal is denied the student may be advised to take at least 12 credit hours at a local college and submit another appeal.

Lisa Hempen, Student Success Coordinator  
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### **Lindenwood**

----- Forwarded message -----

From: **Hart, Cathy** <CHart@lindenwood.edu>

Generally, a student can make an immediate appeal. Sometimes when their appeals are denied, however, students may be advised to take a full-time course load at a community college or another institution. Upon completing that term, they can then submit another appeal and include a transcript to demonstrate that they're capable of managing the work

### **Iona College**

----- Forwarded message -----

From: **Wenchell, Laurie** <LWenchell@iona.edu>

Our process is similar to that of Lindenwood.

We have a structured appeal timeline at the end of any fall/spring term. The appeals are reviewed by a committee and decisions made, notifications sent, and records updated. Students who miss the timeline for a formal appeal can always appeal late, but the appeal may or may not be considered given the timelines involved. Those whose appeal is denied are given the opportunity to study elsewhere and make a further appeal after one term away, if they are able to demonstrate the academic success elsewhere.

Pain points include the limitation of enrolling at our school after grades at the other school have posted – which makes it a bit harder for some to create a 'perfect' schedule, but no student is unable to create a full schedule if the appeal is granted. Also, we have a tight timeline between fall and spring terms, and we do a full academic standing review, so, pain here is how to review the student records, notify students about their changed standing, alert them to the appeals option while also allowing for time to make an appeal, then process appeals/files, and so on... sometimes in 9 days.

Laurie J. Wenchell, MS Ed  
Senior Director  
Center for Advising and Academic Services  
Iona College

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**University of North Carolina at Greensboro**

----- Forwarded message -----

From: **Amanda Phillips** <000004caebb12e08-dmarc-request@listserv.ksu.edu>

I work at the University of North Carolina at Greensboro. Students can appeal immediately. If they are denied or choose not to appeal they must wait one academic year before appealing. We suggest, if able, they go to the community college during that time. Then they can appeal to return. Those are approved if the student has shown positive growth in their time away.

This has been very effective at our school for when students return.

Amanda

**Florida State University**

----- Forwarded message -----

From: **Cassandra Alexander** <cvalexander@fsu.edu>

We do not have a waiting time for their appeals process. When our students are notified of their dismissal they can see us in the Arts and Sciences Dean's office for reinstatement for the next term, provided they are within a certain range of the 2.0 GPA at FSU.

Cassy Alexander  
Assistant Director  
Academic & Student Support Services  
FSU College of Arts and Sciences  
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**College of Charleston**

----- Forwarded message -----

From: **McKenzie, Shannon** <mckenziiese@cofc.edu>

Sara,

Our academic dismissal process is that you must appeal the dismissal within the 2 week limit after the semester has concluded. If you miss that period, you can't appeal the dismissal. Those appeals denied or students who fail to take advantage of the appeal process must wait to re-apply for 2 semesters if it is their first time, or 3 calendar years if second dismissal. We generally do not allow students to appeal an academic dismissal more than once unless there is a compelling and documentable reason.

—  
**Shannon McKenzie, M.Ed.**

Assistant Director, Undergraduate Academic Services  
Membership Chair, Staff Advisory Committee to the President  
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**Illinois State**

----- Forwarded message -----  
From: **Roser, Amy** <asroser@ilstu.edu>

This has been very interesting to follow. A few of you have mentioned retro-withdrawal petitions that change the status. I'm curious to know if you are involved in reviewing those or if the review is handled by another area.

At Illinois State, we do consider reinstating students for the next semester. Our decisions vary on the circumstances. Sometimes we permit continued enrollment, sometimes require time off, sometimes direct to return via our forgiveness program.

Amy  
Amy Roser  
Associate Director  
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**College of Charleston – 2<sup>nd</sup> response to a question**

----- Forwarded message -----  
From: **McKenzie, Shannon** <mckenziiese@cofc.edu>

We have a retroactive late withdrawal option that I manage. There are two late withdrawal options:

- 1) During the current semester and after the withdrawal period: I manage this process and decide if they are approved or denied. The student must provide compelling reasons that are documentable as to why they need to withdraw from one or all of their classes.
- 2) After the semester has concluded: Student have up to 2 years to petition for a late withdrawal from their entire semester. Selective, meaning only one or some classes and not all, are rarely considered. I help the student prepare the petition and then I present it to a Faculty Committee who then renders the vote.

If these are approved, it may reverse a probationary status or an academic dismissal from the College. It depends on the semester the student is requesting and if the academic standing change for the semester they requested impacts their current academic standing.

If you would like more information on how we manage the process and make decisions, feel free to contact me directly.

Kindest regards,  
Shannon

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**Shannon McKenzie, M.Ed.**  
Assistant Director, Undergraduate Academic Services

**University of Michigan – 2<sup>nd</sup> response on retroactive withdrawals**

----- Forwarded message -----

From: **Cathy Conway-Perrin** <cconway@umich.edu>

We allow petitions for retroactive term withdrawals and retroactive drops of individual courses. There is a one-year deadline, and the student has to make a case that a serious non-academic situation or event prevented them from finishing the class(es) and also prevented them from requesting the drop(s) during the semester. Most common scenario is severe depressive episode - student stops attending class but is not in good enough shape to handle the drop process. For course drops as opposed to a complete term withdrawal, they have to make a case for how/why the non-academic issues impacted just this one class and not the others.

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**Cathleen Conway-Perrin, Director of Academic Standards & Academic Opportunities**